

**STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
HONOLULU, HAWAII**

**REQUEST FOR PROPOSALS  
No.: PSD 06-CPS/SA-34**

**JOB DEVELOPMENT, PLACEMENT  
AND FOLLOW UP SERVICES  
FOR MALE OFFENDERS ON OAHU**

Date Issued: April 4, 2006

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

**REQUEST FOR PROPOSALS**  
**RFP No.: PSD 06-CPS/SA-34**  
**April 4, 2006**  
**Job Develemopment, Placement**  
**and Follow Up Services for Male Offenders**  
**on Oahu**

The Department of Public Safety (Department), Corrections Program Services, is requesting proposals from qualified applicants to provide job development, placement and follow up services for male offenders at the Project Bridge Substance Abuse Treatment Program. The Project Bridge Program is a 32-bed facility for male offenders at the Laumaka Work Furlough Center, Oahu Community Correctional Center. A single contract will be awarded under this request for proposals.

The Bridge Program provides transitional opportunities from institutional living to community work and re-socialization furloughs. The Service Provider shall provide employment assessments, pre-employment preparation, job development, employment placement and employment aftercare services.

Proposals must be postmarked by US mail before midnight on **May 3, 2006** or hand delivered by 4:30 p.m., Hawaii Standard Time (HST) at the drop off site that is designated on the following page.

Proposals postmarked after midnight on **May 3, 2006** or hand delivered after 4:30 p.m. HST on **May 3, 2006** will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

The Corrections Program Services will conduct an orientation on **April 10, 2006** from **10:00 a.m. to 11:00 a.m.**, HST, at 919 Ala Moana Blvd, Room 413, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on **April 17, 2006**. All written questions will receive a written response from the State on or about **April 24, 2006**

Inquiries regarding this RFP should be directed to the RFP Contact Person, Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or by telephone (808) 587-1215.

## **PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET**

<b>ONE ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED.</b>
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**ALL MAIL-INS MUST BE POSTMARKED BY USPS BEFORE 12:00 MIDNIGHT,  
May 3, 2006  
and received within ten (10) calendar days.**

**All Mail-ins and Drop Off Site**

Department of Public Safety  
Planning, Programming and Budget Office  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

**PSD RFP COORDINATOR**

Mr. Marc Yamamoto  
For further info. or inquiries  
Phone: 587-1215  
Fax: 587-1244

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL  
4:30 P.M., May 3, 2006.**

**BE ADVISED:** All mail-ins postmarked USPS after 12:00 midnight **May 3, 2006**, will not be accepted for review and will be returned.

**Hand deliveries will not be accepted after 4:30 p.m., May 3, 2006.**

**Deliveries by private mail services such as FedEx shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., May 3, 2006.**

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

### I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### II. RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview***--Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications***--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions***--Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation***--Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*** --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

**Corrections Program Services  
Department of Public Safety, State of Hawai'i**

**919 Ala Moana Blvd. , Room 405**

**Honolulu, Hawaii 96814**

**Attention: Larry Hales**

**Phone: 808 587-1272 Fax: 808 587-1280**

#### IV. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

<b>Activity</b>	<b>Scheduled Date</b>
Issuance of Request for Information	March 23, 2006
RFI response due date	March 31, 2006
Public notice announcing RFP	April 4, 2006
Distribution of RFP	April 4, 2006
RFP orientation session	April 10, 2006
Closing date for submission of written questions for written responses	April 17, 2006
State purchasing agency's response to applicants' written questions	April 24, 2006
Discussions with applicant prior to proposal submittal deadline (optional)	not applicable
<b>Proposal submittal deadline</b>	<b>May 03, 2006</b>
Discussions with applicant after proposal submittal deadline (optional)	May 3 thru 5, 2006
Final revised proposals (optional)	not applicable
Proposal evaluation period	May 3 thru 10, 2006
Provider selection	May 10, 2006
Notice of statement of findings and decision	May 15, 2006
<b>Contract start date</b>	<b>June 1, 2006</b>

#### V. Request for Information Results

A request for information (RFI) was issued on **March 23, 2006** inviting prospective applicants the opportunity to discuss questions regarding the scope of services, requirements of the subsequent request for proposals, as well as the type and range of services of the prospective applicant. Responses to the RFI were due on **March 31, 2006**, 4:30 p.m. (H.S.T.).

No prospective applicants responded to our request for information. As a result, no changes have been made to this request for proposals.

#### VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** April 10, 2006 **Time:** 10:00 a.m. to 11:00 a.m.  
**Location:** Department of Public Safety  
919 Ala Moana Blvd. Room 413  
Honolulu, HI 96814



Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

## **VII. Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** April 17, 2006      **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

**Date:** April 24, 2006

## **VIII. Submission of Proposals**

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a

cost proposal/budget if required. (Refer to Section 3 of this RFP.)

5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and

Delivery Information Sheet. Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail is not allowed.

- E. **Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)
- F. **Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## **IX. Discussions with Applicants**

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **X. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

**XI. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

**XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

**XIII. Final Revised Proposals**

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

**XIV. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

**XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

**XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## **XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

## **XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Frank Lopez	Name: Terri Ohta
Title: Interim Director	Title: Administrative Services Officer
Mailing Address: 919 Ala Moana Blvd. Room 400, Honolulu, HI 95814	Mailing Address: 919 Ala Moana Blvd. Room 413, Honolulu, HI 96814
Business Address: Same	Business Address: Same

## **XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

## **XXI. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

**XXII. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

**XXIII. Liability Insurance**

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

<b><u>Coverage</u></b>	<b><u>Limits</u></b>
<b>Commercial General Liability (occurrence form)</b>	\$1,000,000 combined single limit per occurrence for bodily injury and property damage
<b>Automobile, if applicable</b>	Bodily injury \$1,000,000/person \$1,000,000/occurrence Property damage \$1,000,000/accident
<b>Professional Liability, if applicable</b>	\$1,000,000/claim \$2,000,000 annual aggregate

Each insurance policy required by this contract shall contain the following clauses:

1. *"The insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Public Safety, PPB Office, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814."*
2. *"The State of Hawaii, Department of Public Safety, is added as an additional insured as respects to operations performed for the State of Hawaii."*
3. *"It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Department Coordinator to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

#### **XXIV. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

#### **XXV. Campaign Contributions by State and County Contractors**

Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.



## **Section 2**

# **Service Specifications**

## **Section 2**

### **Service Specifications**

#### **I. Introduction**

##### **A. Background**

Project Bridge is a 32-bed program at the Laumaka Work Furlough Center (LWFC) at Oahu Community Correctional Center (OCCC) that provides the services necessary for inmates who have completed treatment while incarcerated to make a successful transition from incarceration to parole. The Project Bridge program continues the abstinence-based, cognitive behavioral approach to recovery from addiction and criminality that is used in the primary treatment programs in the facilities.

##### **B. Purpose or Need**

The purpose of this project is to successfully reintegrate these offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society.

##### **C. Description of the Goals of the Service**

1. Provide job development, placement and follow-up services.
2. Three components of the education and pre-release vocational services are:
  - a. Provide classes for inmates as needed to help address the disabilities that are identified in the educational assessments.
  - b. Provide pre-employment training, assistance in job seeking, and follow-up.
  - c. Provide Life Skills training in areas necessary for inmates to be successful in seeking and maintaining employment. These skills include resume development, interviewing skills, problem solving, stress management, and goal setting.
3. Monitor inmates' compliance with educational treatment plan.

##### **D. Description of the Target Population to be Served**

1. The project will provide services to inmates with 6 months to 12 months before their tentative parole date.

2. Completion of primary (Level II or III) substance abuse treatment and the client's willingness to participate in continuing substance abuse treatment services as evidenced by his history in treatment. Substance abuse treatment will be provided by Project Bridge staff.

**E. Geographic Coverage of Service**

Job development and placement classes will be provided at the Laumaka Work Furlough Center.

Employment follow-up services will be held at the Provider's office on Oahu.

**F. Probable Funding Amounts, Source, and Period of Availability**

The funding available for services under this request is estimated at \$84,000 for the period commencing on the date indicated on the Notice to Proceed and ending on May 31, 2007. This contract may be extended for not more than two (2) additional twelve-month periods or fraction thereof, subject to the availability of federal funds and upon mutual agreement in writing.

## **II. General Requirements**

**A. Specific Qualifications or Requirements, Including but not Limited to Licensure or Accreditation**

1. Service provider must be a profit corporation under laws of the State of Hawaii or non-profit organization as determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, service provider must have a governing Board whose members have no material conflict or interest and serve without compensation
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider should have a minimum of one (1) year of successful experience in providing similar services for offenders.
5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department,

justifiable reason that an inmate should not be accepted into the program. The Provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall make the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.

6. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

- a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
- b. The qualifications and experience of the organization in providing services for other related state programs in the past.
- c. Description of the activities performed to date and accompanying statistical data.

**B. Secondary Purchaser Participation**

(Refer to §3-143-608, HAR)

There are no planned secondary purchasers; however, after-the-fact secondary purchases are allowed.

**C. Multiple or Alternate Proposals**

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

**D. Single or Multiple Contracts to be Awarded**

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

**E. Single or Multi-Term Contracts to be Awarded**

(Refer to §3-149-302, HAR)

☐ Single term ( $\leq 2$  yrs) ☒ Multi-term ( $> 2$  yrs.)

Award shall be for a twelve-month period commencing on the date indicated on the Notice to Proceed. Refer to Section 2, Item I.F. The contract may be extended for two (2) additional twelve-month periods or

fraction thereof, upon mutual agreement in writing, subject to the satisfactory performance of the contractor, and the availability of funds.

**F. RFP Contact Person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Larry R. Hales  
Substance Abuse Programs Manager  
Department of Public Safety  
919 Ala Moana Boulevard, Room 405  
Honolulu, Hawaii 96814

Telephone: (808) 587-1272  
Fax: (808) 587-1280

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities. The services listed are targeted for inmates in the Laumaka Work Furlough Project Bridge Program who are within 6 to 12 months of parole and are unemployed.

**A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

The following components are to be provided to the inmates by job development staff:

**1. Assessments**

Provide assessments for inmates to determine needs for remedial education services due to visual, hearing or other impairment. The assessment should include recommendations on how to address these impairments, as well as a treatment plan.

**2. Educational Classes**

Provide educational classes to address areas of deficiency noted in the educational assessment. Provide educational classes that address areas such as, but are not limited to, stress management in the work setting, GED preparation and completion, literacy, etc.

### **3. Life Skills Training**

Provide life skills training in areas such as, but not limited to:

- Resume development
- Interviewing skills
- Problem solving
- Goal setting
- How to manage the individual disabilities, if any, in the work setting.

### **4. Counseling**

- Provide individual counseling sessions to address issues related to the impairments, if any, which are noted in the assessment.
- Provide group counseling to assist in peer support, feedback, and personal growth.

### **5. Job Development Services**

- Complete contracts with inmates regarding their participation in the educational/work process.
- Refer inmates to appropriate resources, if necessary (i.e., job interviews).
- Assist with job placement.
- Follow up with employment referrals.

### **6. Case Management**

- Job development staff will communicate and coordinate with Project Bridge counselors in order to coordinate treatment services with job-seeking and employment schedules.
- Job development staff will meet weekly with Project Bridge staff to review client progress, revise treatment plans, make referrals, and insure continuity of care.
- Job development staff will assist Project Bridge staff with pre-parole planning, so as to ensure that client's parole plan is supportive of his employment stability and sobriety.

### **7. Aftercare Services**

- Job development staff will provide follow-up contacts with inmates to insure stable employment through three to six months post job placement.

**B. Management Requirements (Minimum and/or mandatory requirements)****1. Personnel**

The Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, Hawaii Revised Statutes (HRS), including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a), HRS and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, HRS, about the Hawaii Revised Statutes Section 707-731 relating to sexual assault in the second degree and Section 707-732, relating to sexual assault in the third degree. In addition, the Provider and any subcontractor shall maintain in each of the aforementioned employees and employees of any subcontractors' file, written documentation that the employee has received notice of the statutes.

The Provider and/or Sub-Provider shall employ staff that is suitable to deal with these offenders. The Provider and/or Sub-Provider shall not use persons currently serving a criminal sentence, including any on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea. Any employee with a criminal history shall be subject to review and approval by the Department. The Department of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Upon request, the Provider and/or Sub-Provider shall submit any information necessary to determine whether approval will, at the discretion of the Department, be granted. Any changes to staff and/or Sub-Providers shall be subject to the prior written approval of the Department.

**2. Administrative**

- a. Service provider shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. Service provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
- c. Service provider shall comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.

- d. Service provider shall be able to supervise, train, and provide administrative direction relative to the delivery of services.
- e. Service provider shall maintain and show proof of a liability insurance policy of at least one million dollars. The Department of Public Safety shall be named as an additional insured and shall be notified at least thirty (30) days prior to cancellation.

### **3. Quality assurance and evaluation specifications**

The service provider shall ensure quality assurance and ongoing evaluation of the project goals, objectives and activities.

The Department shall monitor the services during the project period to evaluate the results of the services. During these monitoring visits, the service provider must make available to the Department for review: project files, fiscal records, curriculum, treatment plans, data collection results, etc.

### **4. Output and performance/outcome measurements**

The service provider shall provide a detailed description of its outcome evaluation and measures of effectiveness. Required data reporting shall include, but not be limited to:

- a. Number of pre-employment training sessions completed.
- b. Number of assessment and counseling sessions completed.
- c. Number of life skills training sessions completed.
- d. Number of employers contacted and met in person to discuss the employment needs of the offender.
- e. Number of offenders placed into subsidized training.
- f. Number of offenders placed into full-time gainful employment.
- g. Number of offenders employed after 3 / 6 months.

### **5. Reporting requirements for program and fiscal data**

Service provider shall be required to submit the following reports:

- a. All purchase of services for the transition programs identified separately from all other services being provided. A separate accounting system shall be in place to insure proper payment.



- b. Program reports filed separately from billings and marked “confidential” and forwarded to the Department’s Substance Abuse Services Office.
- c. An attendance sheet that shall have attached:
  - The date and time of each treatment service, whether completed or interrupted.
  - A roster of offenders who attended each session.
  - For absent offenders, whether they were excused or unexcused.
  - A signed copy of the attendance sheet by service provider as to accuracy and authenticity.
- d. Monthly activity reports, in a format to be approved by the Department, no later than the 10<sup>th</sup> day of each month.
- e. Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- f. Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

#### **6. Pricing or pricing methodology to be used**

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

#### **7. Units of service and unit rate**

Proposals must include a description of how each component will be integrated into the treatment services and a description of the community resources that an inmate will be linked. Proposals must include the unit cost for assessments, educational classes, job development and placement services, counseling, and aftercare services; as well as the estimated number of units to be provided.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

## I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

- 1) The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations specifically for the most recent five years.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing substance abuse programs;
2. List of experience as an agency providing services to offenders and their families;
3. List of contracts performed for the Department of Public Safety, if applicable;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success applicant has had in recruiting and retaining quality staff; and
6. Applicant's current financial statement and any financial audits completed in the last three (3) years.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

**E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

**III. Project Organization and Staffing****A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

**2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

a. List names and submit copies of resumes of all executive/administrative staff already in the employ of the applicant and/or of those likely to be hired.

b. List names and submit resumes of all program staff already in the employ of the applicant and/or of those likely to be hired

**B. Project Organization****1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

Applicant shall also describe all pre-service and in-service training provided to service provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff.

**2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

#### **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a completed description of services and activities proposed to provide a comprehensive program for female offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

- 1) Program philosophy;
- 2) Program components;
- 3) Description of case management services, including record-keeping and report writing methods;
- 4) Description of how basic services will be provided;
- 5) Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- 7) Flexibility of treatment programs; and
- 8) Description of on-site supervision of offenders.

#### **V. Financial**

##### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on a fixed unit of service pricing structure. Proposals shall include unit of cost for each component, as well as a reasonable estimate of the number of units to be provided. The pricing shall include all taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget

SPO-H-205A, Organization–Wide Budget By Source of Funds

SPO-H-206A, Budget Justification – Personnel – Salaries and Wages  
Special instructions are located in section 5.

**B. Other Financial Related Materials**

**1. Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**



## Section 4

# Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

##### *Proposal Application*

##### **100 Points**

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

##### **TOTAL POSSIBLE POINTS**

##### **100 Points**

### **III. Evaluation Criteria**

#### **A. Phase 1 - Evaluation of Proposal Requirements**

##### **1. Administrative Requirements**

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

##### **2. Proposal Application Requirements**

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### **B. Phase 2 - Evaluation of Proposal Application (100 Points)**

##### ***Background and Summary (10 Points)***

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

***Program Overview:*** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

**1. Experience and Capability (20 Points)**

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

**A. Necessary Skills**

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

- 

**B. Experience**

- Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application.

**C. Quality Assurance and Evaluation**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

- 

**D. Coordination of Services**

- Demonstrated capability to coordinate services with other agencies and resources in the community.

- 

**E. Facilities**

- Adequacy of facilities relative to the proposed services.

-

**2. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

**A. Staffing**

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. \_\_\_\_\_
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. \_\_\_\_\_
- Subcontractors qualifications and past experience. \_\_\_\_\_

**B. Project Organization**

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. \_\_\_\_\_
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. \_\_\_\_\_
- \_\_\_\_\_

**3. Service Delivery (55 Points)**

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**4. *Financial (10 Points)***

Competitiveness and reasonableness of unit of service, as applicable.

Adequacy of accounting system.

Financial stability of the applicant

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents

# Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	<b>(Required if not Registered)</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>With proposal or prior to award</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Certificate of Liability Insurance			<b>With proposal or upon award</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

SPO-H (Rev. 9/04)

## Proposal Application Table of Contents

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